

13 February 1976

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending  
13 February 19761. Employee Services:

a. Arrangements have been made for Lenten Services to be conducted in the auditorium on Ash Wednesday, 3 March, and Good Friday, 16 April. Father Jules Claes will conduct the Catholic services and Reverend Douglas Langholz will conduct Protestant services on each of these dates.

b. We are preparing for the annual Savings Bonds Campaign which is to be conducted during the month of March. Preparatory to the campaign we have tentatively scheduled a rally in the auditorium for 10 March.

c. The Deputy Chief, Personal Affairs Branch, accompanied an EEO Specialist from the Office of the Director/ EEO on a tour of Key Building with a view toward utilization of bulletin boards for posting announcements, literature, etc., relative to EEO.

d. The EAA Board of Directors and officers met on 11 February. Review of the 1975 financial statements disclosed a net gain on operations of \$17,262.22. This money is used to support the various clubs and athletic activities sponsored by EAA. The Board also approved grants for these activities in 1976 totaling \$17,421.

2. Retirement Activity:

a. Retirement activity which has already occurred and is definitely known will occur in FY76 is as follows:

	<u>CIARDS</u>	<u>CSC</u>	<u>Total</u>
Retired 7/75 - 2/11/76	245	144	389
Known 2/12/76 - 6/30/76	<u>33</u>	<u>34</u>	<u>67</u>
TOTAL	278	178	456

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b. The extent to which employees have availed themselves of the special "early out" options that are offered through 29 February:

Discontinued Service/Involuntary

	<u>CIARDS</u>	<u>CSC</u>	<u>Total</u>
Retired 12/75 - 2/11/76	3	2	5
Known 2/12/76 - 2/29/76	<u>4</u>	<u>15</u>	<u>19</u>
TOTAL	7	17	24

3. Voluntary Investment Plan (VIP): The Agency's letter on administrative costs was delivered on 11 February to Mr. Charles Snodgrass, Staff Assistant, House Appropriations Committee.

4. Rehired Annuitant: The following rehired annuitant was terminated:

-- Office of Medical Services --  
Contract Employee.

5. Position Management:

a. PMCD representatives met with the Deputy General Counsel to resolve issues relating to the proper grade allocations of the clerical positions in their expansion proposal. It was agreed that the Staffing Complement would be adjusted according to current PMCD evaluations with later adjustments possible based on additional information from OGC.

b. PMCD representatives met with the Deputy Legislative Counsel and resolved remaining issues relating to their expansion proposal.

c. PMCD representatives met with DCI Admin Officer to discuss progress and problems relating to expansion proposals of various DCI offices.

6. Applicant Processing: The Professional Staffing Branch reports that during the week ending 6 February, it reviewed 68 new files (three minority), put into process 38 (one minority), and rejected 55 (one minority). A total of 261 files in all stages were reviewed.

7. IC Staff Military Detail: Military Personnel Branch formally requested the Department of the Air Force's approval for the assignment of  to the IC Staff. We were advised that  made available for duty effective 1 March 1976 as requested by the IC Staff.

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The Air Force has tentatively agreed to release [ ]  
no earlier than 1 May 1976.

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Coming Events:

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1. The seventh running of the Career Counseling course will be held at [ ] during the coming week.

2. The OP task force on effectiveness indicators will be held on 19 February.

3. An OP Skills Session is scheduled for the morning of 18 February, subject: Personal Affairs Branch functions and handling of employee emergencies and casualty affairs.

4. We plan to complete the DDA APP analysis.

5. We will complete the marriage to alien review paper.

[ ]  
F. W. M. Janney  
Director of Personnel

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